

# HR CONNECTIONS

*A Quarterly Newsletter of the Department of Human Resources*



Welcome to the June 2007 edition of HR Connections. The month of June marks the midpoint of the calendar year and enables us to shift our thoughts toward summer vacations, bar-be-ques and other outdoor activities. We also celebrate graduations and weddings and toast the honorees as they embark upon a bright new future.



Mayor Michael B. Coleman

**June 21, 2007**

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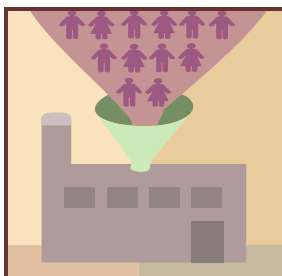
Heat Stress Protection

For many in our community, however, the future is not quite as bright and they depend on the generosity of others. June also marks the kick-off of the City's Operation Feed campaign. Thanks to your generous outpouring of support, the City's 2006 Campaign raised almost 110,000 meals for the Mid-Ohio Food Bank. Our goal for 2007 is 120,000 meals (which will break all previous records). We look forward to another successful campaign with your continued assistance and support.

As we approach Independence Day, let us also take the time to remember in our thoughts and prayers the men and women who risk their lives to preserve the freedoms we enjoy.

Have a happy, safe and enjoyable Independence Day!

**Chester C. Christie,  
Director, Human Resources**



## SAVE THE DATE!!!

**5th Annual Citywide  
Human Resources  
Conference  
Tuesday, October 16, 2007**

*Consider This...*

*"Never let the  
urgent crowd out  
the important!"*

## WELCOME CORNER



Cressida Boley

- Joined Department of Human Resources as an Employee Benefits Analyst on March 26, 2007.
- City employee with the Department of Development for 13 years.
- Worked in Development Human Resources Department for the past 9 years.
- Life long resident of Columbus.
- Married to husband John and has two daughters, Ila and Sylvia.



Jim Reynolds

- Joined Department of Human Resources as a Labor Relations Specialist on April 9, 2007.
- Worked as an Employee Benefits Analyst since December 2001.
- Started with the City in September 1997 as a Safety Manager in Transportation.
- Married to wife Mugsy (former City employee), and has one son, Cody, a sophomore at Ohio State, and a daughter, Carmen, a senior at Hilliard Davidson High School.



Tamara Sanford

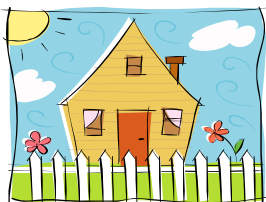
- Joined Department of Human Resources as an Employee Benefits Analyst II on May 21, 2007.
- Previously served as the Benefits/Worker's Compensation Administrator at Trumbull County for the past 8 years.
- Recently relocated to Hilliard area from Warren, Ohio.
- Married to husband Tim and has two daughters, Rayvion and Talaya, and a son, Timmy.



Pam Vanschoyck

- Joined Department of Human Resources as a part-time Office Assistant on May 29, 2007.
- Retired in 2005 after serving as the Human Resources manager in the Department of Public Utilities with a total of 32 years in government employment.
- Proud mother and grandmother of two grown children and 3 grandchildren.
- Active in the University/Northwest Sertoma, Union County Humane Society and the Marysville High School Band Boosters.

## Housing Programs



The City of Columbus has a myriad of housing assistance programs designed to help Columbus families improve their standard of living. Various services to address the community's housing needs include rehabilitating current housing, developing new housing, making homes lead free, providing down payment assistance to purchase a first home, assisting seniors and/or disabled persons with home repairs, and tax incentives to upgrade, buy or invest in specific areas. There are many housing programs available to City of Columbus residents. To find out more information on all of the housing programs including eligibility requirements, call 645-7795 or visit [www.columbus.gov](http://www.columbus.gov) and check out the Department of Development's webpage.

## 2007 Health & Benefits Fair – Anchor’s Aweigh!

The City hosted its 11th Annual Employee Health & Benefits Fair on May 16th at the Citywide Training and Development Center. More than 500 employees enjoyed this year’s Health and Benefits Fair. The Minute Clinic was a proud sponsor.



The fair is held for City employees to obtain information to improve their personal health and well being with regards to health screenings, fitness centers, educational resources, investment plans and retirement options. It provides an opportunity for employees to make informed decisions concerning the health and well being of themselves and their families. This event also motivates employees to chose a healthy and fit lifestyle to live longer and improve the quality of their lives.



The fair included chair massage, reiki massage, dermaview, vision and hearing tests, as well as information regarding pandemic flu, EAP, sexual health, and nutrition. City employees participated in screening to the tune of 238 body composition health screenings, 230 diabetes screenings, 80 additional walkers for the Healthy Ohioans Walk, and 252 Blood Pressure screenings. 70 service providers, including local banks, colleges & universities and fitness clubs, provided information for City employees.

Operation Feed efforts were in full swing this year. Human Resources provided breakfast, courtesy of Starbucks, and lunch. A book fair sale offered at discounted prices was also conducted for City employees. Proceeds totaling \$700 were donated to the Ohio Food Bank! Congratulations, Human Resources Staff!



Human Resources would like to extend our appreciation to all employees that attended and all vendors that participated to make the Health & Benefits Fair a success.

## Door Prize Winners!

**Karen Stires** - IPOD (United Health Care); **Shirley Robbins** - Tote Bag (Costco); **Terri Walton** - Tote Bag (Vision Service Plan); **Dave Finley** - Portable Chair (Sam’s Club); **Grant Pittman** - Tool Set (CME Credit Union); **Nasandra Wright** - Carry-on Luggage (AmTrust); **Barb Hutton** - Cooler (American Family Insurance); **Jacqueline Hudson** - 1 month membership (World Gym); **Shannon Pine** - 1 month membership (World Gym); **Nubia Smidi** - Lunch Tote (Central Michigan University); **Tom Maynard** - Tote Bag (Columbus State); **Pam Oates** - Organizer (Colonial Insurance); **Larry Krall** - Cookies (Deferred Compensation); **Pamela Featherstone** - \$50 O’ Charley’s Gift Card (Mid-Ohio Sleep Center); **Carl Covey** - Tax & Financial Planning Service (Waddell & Reed); **Art Cooper** - Free Computer Class (The Computer Workshop); **Pat Zadnik** - Mug (Capital University); **Kat Heban** - Clock (Franklin University); **Leon Anderson** - \$100 Gas Card (Cardinal Builders); **Sharon Wilkerson** - Tote Bag (Verizon Wireless); **Tim Holloway** - Mug & Golf Balls (Minute Clinic); **Alisha Dickerson** - Mug & Golf Balls (Minute Clinic)

## Greetings from the Office of the Environmental Steward

Did You Know:

▫ **About the Expanded Office Recycling Program?**

The green recycling bins may now be used for:

- Paper
- Plastic
- Aluminum
- Steel
- Cardboard



Help us lead by example by recycling everything you can! We are measuring the recycling output from each building– help put your building on top! If your area does not have a recycling container, or you need an office bin, or if you have questions, please contact Stacy Law, Keep Columbus Beautiful, at 645-1529 or [sflaw@columbus.gov](mailto:sflaw@columbus.gov).

▫ **About Air Alert Days?**

During the summer, MORPC may declare that the air outside is potentially unhealthy based on levels of ozone or particulate matter. This summer, the City will be working to make sure all employees are aware of these days so that we can do our part to lower air emissions, and stay healthy. Starting in mid-June, check the intranet for daily information on the air quality in central Ohio. If alerts are issued, City employees will be notified through citywide voice mail and email messages.

**To learn more about the City's Green Campaign check out [www.GetGreenColumbus.org](http://www.GetGreenColumbus.org)**

### Updated Computer Lab

Citywide Training now has new computers and new software. We offer Microsoft Computer Basics, Windows XP, Word, Outlook, PowerPoint, Project, Access, and Excel. Training dates for the 3rd quarter will be available the first of June on the Intranet and in our Training Catalogue. Please give us a call or stop by if you wish to find out more information.



#### **PLATE TOO FULL? LIFE TOO HECTIC? PATIENCE SHORT?**

Your City EAP can help teach you ways to juggle the challenges of life. It is free, confidential and provides a variety of services to help you lead a healthy life. Call EAP at 645-6894 today for further information.

# Why Have an IRA?



While tax season is over, it's always a wise idea to review your situation and make adjustments for next tax season. One of the smartest tax strategies is to consider investing in IRAs. The IRA that makes the best sense for you depends on your situation. You could be eligible to contribute to all three. Here is a brief look at the benefits of each type of IRA.

## Traditional IRA

Depending on your income, you could be eligible for a federal income tax deduction on the amount you contribute to a traditional IRA. Whether you're eligible for the tax deduction or not, you're still eligible to contribute up to \$4,000 of earned income each year to a traditional IRA. The benefit is that dividends earned are tax deferred until you withdraw them. Why give more to Uncle Sam than necessary?

## Roth IRA

While there is no potential for a tax deduction on contributions to a Roth IRA, your earnings grow tax free and qualified withdrawals are tax free. There are also more liberal rules for early withdrawals on a Roth IRA. Depending on your annual adjusted gross income, you could contribute up to \$4,000 of earned compensation each year to a Roth IRA. If you're over 50, you may be eligible to make catch up contributions of \$1000 per year over the maximum contribution amount. This account keeps Uncle Sam at bay now and in the future.

## Coverdell IRA

If you plan to help send your children to college, you should consider contributing to a Coverdell IRA for each child. Depending on your annual adjusted gross income, you could contribute up to \$2,000 of earned income each year for each child. Earnings on this account accumulate tax deferred and withdrawals to pay for qualified education expenses are tax free. It's another great way to keep from lining Uncle Sam's pockets.

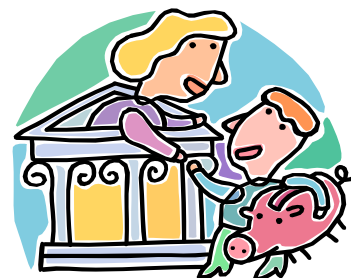
For more information on how you might benefit from an IRA, contact a CME representative at 614-224-8890 or toll free at 1-888-224-3108. We offer a full range of IRA products to help take your future from good to great. You can also get more information online at [www.cmeacu.org](http://www.cmeacu.org).

## Automate Your IRA

Most consumers avoid saving for retirement because they think they can't afford it. Given the uncertainty surrounding social security, can you really afford not to save for your future?

One of the best ways to save for retirement is to automate the process. Using the "pay yourself first" principle, allocate whatever you can afford to go directly each pay into an IRA. CME FCU makes it easy and affordable to save for your future. You can allocate as little as \$1 per pay to go to a CME FCU IRA Share Account. There are no set up charges or annual fees involved and our rates are competitive. Once you accumulate \$500, you can move that money to an IRA Share Certificate enabling you to earn even more money.

Now you can afford to save for retirement with help from CME FCU. To begin saving for your future today, contact a CME representative at 614-224-8890 or toll free at 1-888-224-3108 to set up your IRA Share Account or IRA Share Certificate.





## Protect Yourself From Heat Stress

When the body is unable to cool itself by sweating, several heat-induced illnesses such as heat stress or heat exhaustion and the more severe heat stroke can occur, and can result in death.

### Factors Leading to Heat Stress

High temperature and humidity; direct sun or heat; limited air movement; physical exertion; poor physical condition; some medicines; and inadequate tolerance for hot workplaces.

### Symptoms of Heat Exhaustion

- Headaches, dizziness, lightheadedness or fainting.
- Weakness and moist skin.
- Mood changes such as irritability or confusion.
- Upset stomach or vomiting.

### Symptoms of Heat Stroke

- Dry, hot skin with no sweating.
- Mental confusion or losing consciousness.
- Seizures or convulsions.

### Preventing Heat Stress

- Know signs/symptoms of heat-related illnesses; monitor yourself and coworkers.
- Block out direct sun or other heat sources.
- Use cooling fans/air-conditioning; rest regularly.
- Drink lots of water; about 1 cup every 15 minutes.
- Wear lightweight, light colored, loose-fitting clothes.
- Avoid alcohol, caffeinated drinks, or heavy meals.

### What to Do for Heat-Related Illness

- Call 911 (or local emergency number) at once.

### While waiting for help to arrive:

- Move the worker to a cool, shaded area.
- Loosen or remove heavy clothing.
- Provide cool drinking water.
- Fan and mist the person with water.

For more complete information:  
Occupational Safety and Health Administration  
U.S. Department of Labor  
[www.osha.gov](http://www.osha.gov) (800) 321-OSHA



## Grant/Riverside Mobile Mammography Dates and Locations

June 27, 2007  
City Hall  
90 W. Broad St.

June 29, 2007  
City Hall  
90 W. Broad St.

August 22, 2007  
Fairwood Complex  
1250 Fairwood Ave.



Be a part of a Columbus summertime tradition! Central Ohio's largest Independence Day Celebration- Red, White & Boom will be held on July 3rd. Come out to enjoy fun, food and fireworks!! There will be many activities for the

entire family to enjoy! Hope to see you there.

Celebrate the 2007 Jazz & Rib Fest July 20-22 at Bicentennial and Genoa Parks. Come enjoy music from various jazz artists, along with tasty ribs and other great food.



Do you have an idea, comment or suggestion for HR Connections? Would you like us to consider your story for print? If so, please send an email to [lrsmith@columbus.gov](mailto:lrsmith@columbus.gov)

### IMPORTANT PHONE NUMBERS

United HealthCare ( Medical).....	1-800-681-3849
Claims, Pharmacy/UHC Mail Order (MEDCO), Pre-certification	
Optum/Nurseline.....	1-877-365-7922
United Behavioral Health.....	1-800-358-0365
Behavioral health, substance abuse, psychiatric treatments	
Website.....	<a href="http://www.myuhc.com">www.myuhc.com</a>
AETNA (Dental).....	1-800-879-4337
Website.....	<a href="http://www.aetna.com">www.aetna.com</a>
Vision Service Plan (Vision).....	1-800-877-7195
Website.....	<a href="http://www.vsp.com">www.vsp.com</a>
AETNACOBRA: Continuation Benefits.....	1-800-877-7994
AETNA: Short-Term Disability.....	1-503-937-0302
Claim Questions.....	1-866-282-8495
Filing a Claim: Contact Division of Human Resources, Risk Management at 645-8065 or Payroll	
AFLAC.....	614-761-1342
Deferred Compensation.....	1-877-644-6457
Deferred Compensation Website.....	<a href="http://www.ohio457.org">www.ohio457.org</a>
Colonial Life.....	1-800-272-5025
OPERS.....	1-800-222-7377
EAP.....	614-645-6894
City Website.....	<a href="http://www.columbus.gov">http://www.columbus.gov</a>
Intranet.....	<a href="http://Intranet/Agencies/Human Resources">http://Intranet/Agencies/Human Resources</a>

### HR CONNECTIONS

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